

VII- 9.40-POLICY ON SALARY UPON TRANSFER OR RECLASSIFICATION

I. PURPOSE

This policy establishes the guidelines for salary upon transfer or reclassification within Bowie State University.

II. APPLICABILITY

This policy is applicable to nonexempt maintenance, office, service, and technical staff.

III. GUIDELINES AND GENERAL PROVISIONS

For the purposes of this policy the following terms and definitions shall apply.

A. Transfer: A transfer is defined to be:

1. a lateral move to a position with the same salary range;
2. a promotional move to a position rated at a higher salary range than the range of the current position; or
3. a demotional move to a position with a lower salary range than the range of a current position.

Transfers may occur within or across organizational units and within or across the University.

B. Reclassification: A reclassification is an action that occurs when the job class to which a position is assigned is changed by raising it to a higher class, reducing it to a lower class, or changing it to another class at the same level. Reclassification actions are based on significant and substantial changes in the position's primary duties that have evolved or when structured changes occur in the position's duties and responsibilities that were unforeseen at the time of hire and are crucial to the mission and/or organizational effectiveness of the University, or as a result of changes in the job evaluation program. A position may or may not have an incumbent at the time of a reclassification.

C. Lateral Transfer or Lateral Reclassification

1. Upon lateral transfer or reclassification, an employee's salary shall remain the same.

D. Competitive Promotion and Reclassification Promotion

1. An employee's salary upon competitive promotion will increase a minimum of six percent (6%) of base salary and placed in the new

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salary range. Additional increases will apply if the incumbent's salary is not within the new salary range after applying the 6% increase. Employees shall be granted an additional increase upon successful completion of a probationary period. For increases recommended for an amount greater than six percent (6%), the hiring supervisor will submit to the Senior Director of Human Resources a written justification approved through the area Vice President or Provost.

E. Demotional Transfer or Demotional Reclassification

1. Upon demotional transfer or reclassification, the employee's salary shall be placed on the closest step or amount within the range without providing a salary increase. In no case shall the employee's salary exceed the maximum of the salary range for the job class to which the employee was demoted.

IV. EXCEPTIONS

None.